

M e m o r a n d u m

Date: July 15, 2010

To: Emergency Operations and Safety Services Section

Attention: Lieutenant A. W. Silcox

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of Inspector General

File No.: 010.13424.11626.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Emergency Operations Section was conducted on September 24, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the departmental inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on June 2, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 136 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 44 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	31	22.79%	9.80	10
Telecommunications	68	50.00%	21.50	22
Fleet	3	2.21%	0.95	1
Weapons	34	25.00%	10.75	11
Total	136			44

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 41 of the 44 items were located. Two items were transferred out of the command. One item, a mobile radio, was unavailable for inspection. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.


When comparing equipment assigned to the command to the OPI inventory lists, eight of the 11 items reconciled. Three items were located at the command, but not listed on the property inventory list, require a transfer correction to be completed. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate the minor discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspector General through your respective Division by October 18, 2010.

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Emergency Operations Section
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The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



E. SANCHEZ, Captain
Interim Inspector General

Attachments

cc: Assistant Commissioner, Field
State Security Division
Fiscal Management Section
Telecommunications Section
Office of Inspector General, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTOR GENERAL, AUDITS UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Emergency Operations Section (082)
June 2, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Laptop	147729				X		CHP 266, 3-25-10, to 081
Laptop	140455			X			In ENTAC sergeant's office, indicates 054
Projector	152162			X			In ENTAC sergeant's office, indicates 054
Computer	160950			X			In ENTAC dispatch position Q, indicates 054
Hand-Held Radio	R61113				X		CHP 331, 4-2-10, to 081
Mobile Radio	R95776					X	In RRV 9, see attached e-mail

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY INSPECTION REPORT
Emergency Operations Section (082)**

ATTACHMENT B

ASSET #		DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT									
1	147724	LAPTOP	LVP1458	X					
2	147729	LAPTOP	LVP1469				X		CHP 266, 3-25-10, to 081
3	148416	PROJECTOR	AMRV64200047	X					
4	148418	PROJECTOR	AMRV64102027	X					
5	158784	PRINTER COLOR INKJET	MY81V5CODR	X					
6	163800	CAMERA DIGITAL	6826021411	X					
7	163801	PRINTER DUAL SIDED W/USB	143G4269	X					
8	165493	COMPUTER	MXL83907QB	X					
9	165494	COMPUTER	MXL83907JV	X					
10	165496	COMPUTER	MXL83907QY	X					
EQUIPMENT TO INVENTORY LIST									
1	157851	COMPUTER	2UA8080XTF	X					
2	140455	LAPTOP				X			In ENTAC sergeant's office, indicates 054
3	152162	PROJECTOR				X			In ENTAC sergeant's office, indicates 054
4	160950	COMPUTER				X			In ENTAC dispatch position Q, indicates 054

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Emergency Operations Section (082)

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	R100462	Cellular Telephone				X					
2	R41477	Mobile Radio	1239765	email Reor	9540621	X					
3	R61113	Hand-Held Radio	11895	AREI-09	402AWUG469				X		CHP 331, 4-2-10, to 081
4	R61772	Hand-Held Radio	Sec/SpecEv	AREI-09	402AWUG154	X					
5	R62094	Hand-Held Radio	Sec/SpecEv	AREI-09	402AWUG464	X					
6	R62873	Hand-Held Radio	17121	MM 09-069	402AWW4943	X					
7	R67813	Hand-Held Radio	14489	AREI-09	402AXA4052	X					
8	R67958	Hand-Held Radio			355AXA0126	X					
9	R68130	Hand-Held Radio		email Reor	355AXA0160	X					
10	R68157	Hand-Held Radio		email Reor	355AXA0202	X					
11	R69497	Hand-Held Radio	14861	AREI-09	402AXE7584	X					
12	R69524	Hand-Held Radio	14591	AREI-09	402AXE7581	X					
13	R71915	Battery Charger - Radio		email Reor		X					
14	R84313	Base Station - desk top		email Reor	000500341111070	X					
15	R87449	Battery Charger - Radio				X					
16	R87451	Battery Charger - Radio				X					
17	R87452	Battery Charger - Radio				X					
18	R90308	Mobile Radio	WOLFCOACH	RRV 9	494CEC0398	X					
19	R90849	Mobile Radio	WOLFCOACH	RRV 9	60100017	X					
20	R94958	Remote Console				X					
21	R95776	Mobile Radio	WOLFCOACH	RRV 9	412CFM0606		X				In RRV 9, see attached e-mail
22	R96114	Mobile Radio	WOLFCOACH	RRV 9	500CFK0574	X					

LEGEND

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CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Emergency Operations Section (082)

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	MISC.	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST										
1	R45589	Mobile Repeater	1239765	email Reor	7639615	X				
2	R66667	Hand-Held Radio	12964	AREI-09	402AWYB074	X				
3	R68123	Hand-Held Radio		email Reor	355AXA0084	X				
4	R71110	Battery Charger - Radio		email Reor		X				
5	R74420	Scanner	1239765	email Reor	75001962	X				
6	R75872	Control Head - Mobile	1239765			X				
7	R94956	Remote Console				X				

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ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
082	1239765	1239765	1 ENFORCEMENT SEDAN	2006	FOR	CRNVIC	001
082	2QNL394	4XVS392	2 COMMANDER VEHICLES	2003	FOR	CRNVIC	001
0	C2867E	1222076	3 COMMAND POST	2007	CHE	TAHOE	001

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDERS SIGNATURE : _____

LEGEND

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ATTACHMENT E

April 20, 2010

(201) Issued to officer

Comments

SPIC

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

Department of California Highway Patrol
Complete Area Inventory
082 - Emergency Operations Section

April 20, 2010

Issued to officer: [REDACTED]

(201) Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

Issued to officer: [REDACTED]

Officer Issued Weapons Total: [REDACTED]

Area Issued Weapons

(203) Loaner

Ser#

Control#

Comments

(202) Issued to Area/Division

Ser#

Control#

Comments

Issued to Area/Division: [REDACTED]

(202) Issued to Area/Division

Ser#

Control#

Comments

Issued to Area/Division: [REDACTED]

Area Issued Weapons Total: [REDACTED]

SUPPORTING DOCUMENTATION

082-01

☐ Return ☐ Repair ☒ Transfer
☐ Loan, return by: _____

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Emergency Operations Section	082	Steve White, #15956	03/25/2010
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Counterterrorism and Threat Awareness	081	N/A	
SHIPPED VIA		DRIVER'S SIGNATURE	
<input type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify):			

EQUIPMENT

MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

From: Steven White
To: Michael Berndl
Date: 5/6/2010 1:59 PM
Subject: Re: Fwd: Gun photos

082-03
C
#65

R95776

We spoke with Telecom and they stated we would have to enter into a work order with DGS at \$120.00 an hour, and that the project would take 8 hours to take the tower apart to reach the R# and put the tower back together. Needless to say, a \$960.00 bill is too much money at this time. For your notes, when the RRV is due for its next radio service (unknown date) EOS will piggy back and place all the unreachable R#'s in easy view. Secondly, I have a copy of a CHP 57 that was done in January 2010 and it has item #65 on the list as being in the vehicle.

Thanks,
Steve

>>> Michael Berndl 5/6/2010 12:51 PM >>>

Yes, no problem. Will you be able to access #65, attachment C (RRV9 radio #R95776), by then or will it show as unavailable? Mike

Michael Berndl, #11626, Officer
California Highway Patrol
Office of Inspections - 010
601 North 7th Street
Sacramento, CA 95811
(916) 843-3173
(916) 843-3293 (fax)
MBerndl@chp.ca.gov

>>> Steven White 5/6/2010 8:44 AM >>>

Attached are photos of items 7, 13, and 25 from attachment E. Devon Wedum has taken some unscheduled v-time, as such, we have not been able to physically view his duty weapon (item 27 attachment E). It is anticipated that he will return this Saturday. Can EOS provide you with the required documentation on Monday, May 10th?

Thanks,

Steve

>>> Mike Harrison 5/5/2010 6:17 PM >>>

082-04

Item Number

Look up by

☒ **Tag #** ☐ **Serial #**

Look up

Asset Information

Asset # 140455

SN LVN6571

Model # THINKPAD R52

Description LAPTOP

Vendor Name LENOVA (US) INCORP.

Warranty End 27-MAR-2009

Asset Key LAPTOP.THINKPAD R52.NONE

Location 054.00.00.0

Vehicle #

Assigned to Vehicle LC#

082-05

Item Number

Look up by

☒ **Tag #** ☐ **Serial #**

Look up

Asset Information

Asset # 152162

SN ATMV71800059

Model # IN34

Description PROJECTOR

Vendor Name WESTERN BLUE

Warranty End 16-AUG-2008

Asset Key PROJECTOR.IN34.NONE

Location 054.00.00.0

Vehicle #

Assigned to Vehicle LC#

082-06

Item Number

Look up by

☒ **Tag #** ☐ **Serial #**

Look up

Asset Information

Asset # 160950

SN MXL8250JV5

Model # DC7800

Description COMPUTER

Vendor Name WESTERN BLUE

Warranty End 27-JUN-2011

Asset Key COMPUTER.DC7800.NONE

Location 054.00.00.0

Vehicle #

Assigned to Vehicle LC#